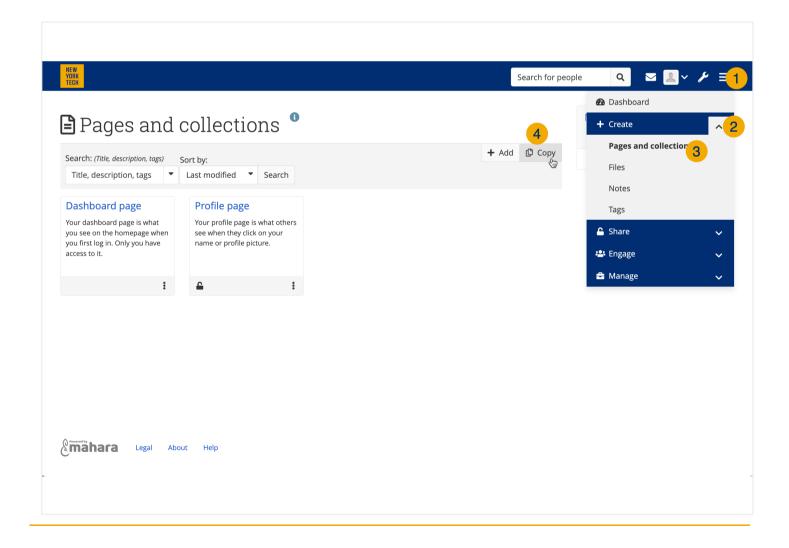# Faculty e-Portfolios

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1. Click the "hamburger" menu icon.

2. Expand the *Create* menu options by selecting the caret "^".

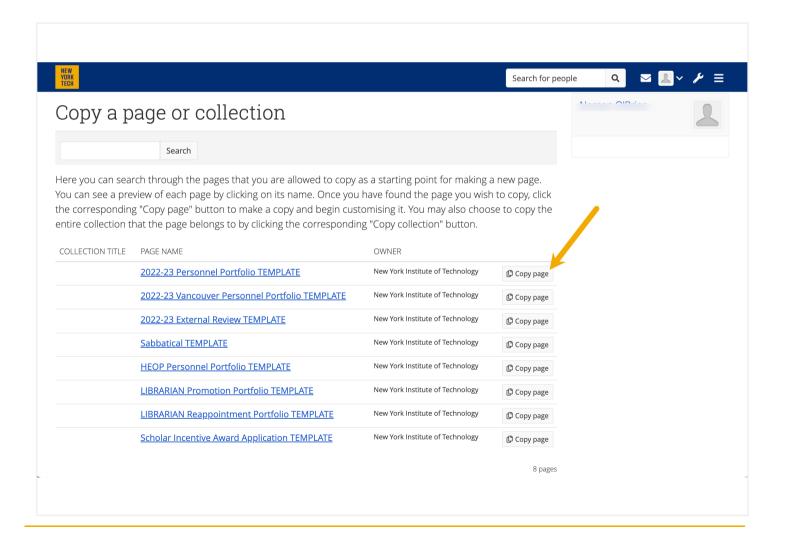3. Click *Pages and collections*.

4. Click *Copy*.

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Find the page you want to copy.

Click *Copy page* to the right of the page name.
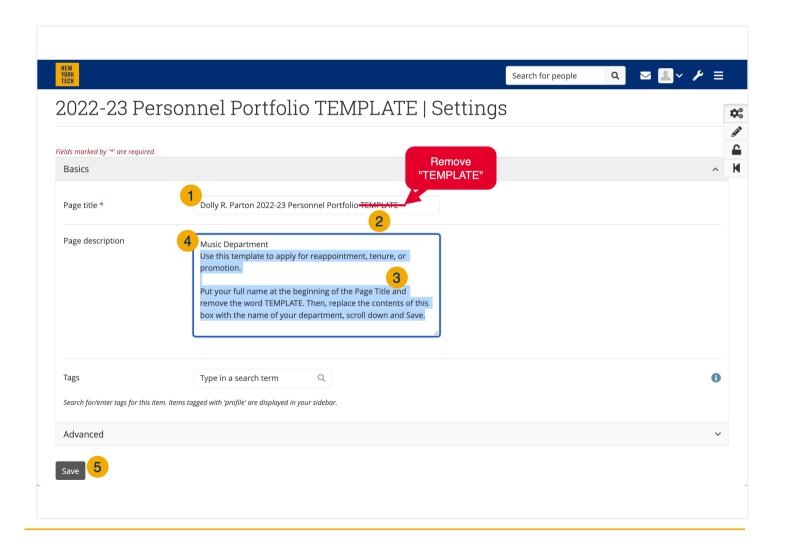
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1. Add your full name to the front of the *Page title*.

2. Delete the word "TEMPLATE" from the *Page title.*

3. Delete all text in the *Page Description* box.

4. Add the name of your department to the *Page Description* box.

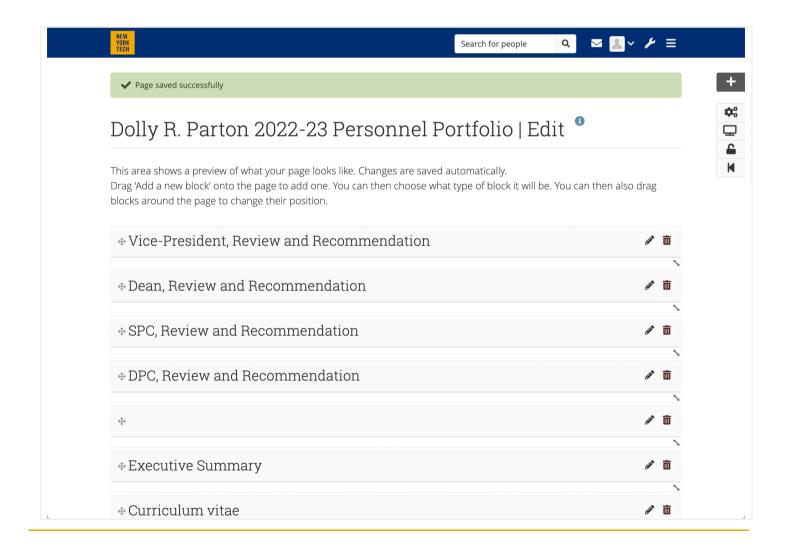5. Scroll down and *Save*.

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You will be redirected to the ePortfolio you created in edit mode.

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You can navigate to your ePortfolio pages directly from the homepage.